

PURPOSE	<p>The Board of Trustees authorizes the Chancellor to establish, implement, and administer the District Purchasing Policy in accordance with state and federal laws. This policy covers purchases of supplies, equipment, contracted services, auxiliary service resale items, library books and materials, and equipment leases. It does not cover facility leases (5.10010 BP) or construction contracts (5.05010 BP).</p> <p>The District's standard operating procedures and process for procurement of goods and services shall be set forth in the Purchasing Procedures, incorporated herein by reference and made available to the public. The Purchasing Procedures shall be followed by the Chancellor and/or his/her designee in approving and processing District purchases. Procurement of goods and services for the District shall be managed by the Procurement & Contract Services Department and procured as set forth in the procedure.</p>
APPLICABILITY	<p>This Policy applies to all District employees, members of the community, and all other persons participating in the District's procurement process.</p>
OVERSIGHT	<p>Procurement of goods and services for the District shall be managed by the Procurement & Contract Services Department and procured as set forth in the Purchasing Procedures. Purchases equal to or greater than the Board authorized expenditure amount as dictated by Resolution, regardless of the method of procurement shall be presented for approval by the Board of Trustees.</p> <p>As defined and set forth in the Purchasing Procedures, various processes may be utilized for administering MCC purchases. In all cases, purchases shall be facilitated and processed consistent with all applicable federal and state laws and other guidelines. Open and free competition shall be maximized and purchases shall be made that are in MCC's best interests while obtaining the best value.</p>
POLICY MODIFICATION	<p>This policy may be modified or revoked at any time at the sole discretion of MCC's Board of Trustees.</p>
REFERENCE	<p>4.15010 Purchasing District Procedure</p>

ADOPTION: February 13, 1975

REVISED: March 15, 1984; January 19, 1989; January 19, 1996; January 21, 1999; November 17, 2016; November 19, 2020

OFFICE OF RESPONSIBILITY: Procurement and Contract Services